

DESTINY MANAGEMENT

AFL Calendar of Activities

The following reviews are due annually during _____.

- Annual Comprehensive Safety & Health Inspection
- Annual LME/MCO Review

The following documents must be **completed monthly**.

- Drill Reports (Fire or Disaster/Severe Weather)
- Medication Package Checklist (complete for refilled and newly prescribed meds)
- Medication Storage Checklist
- First Aid / BBP / Disaster Supply Checklist
- Water Temperature / Thermometer Calibration Chart
- Cumulative Seizure Report

Please **check** the following items **monthly**.

- Fire extinguisher charged and accessible
- Smoke detector(s) tested
- Carbon Monoxide detector (as applicable) tested
- Reconciliation of client checking accounts, debit accounts and savings accounts.

The following documents must be **completed daily** as applicable.

- MAR / MAR Supplement
- Controlled Drug Count / Supplement
- Glucose monitoring
- Protective Device Log
- Grids

The following documents must be **completed as an event occurs**.

- QM02 (All Client Incidents)
- Vehicle Accident Report
- Accident/ Incident Investigation Report (Employee)
- Search & Seizure Report
- Receipt / Disbursement of client personal funds
 - Note
 - The client and a witness signature is required on the form for a disbursement of client personal funds
 - Receipts must be issued for deposits and withdrawals
- Seizure Report

The following must occur quarterly.

- Quarterly accounting of funds to LRP
 - Include copies of
 - Receipt / Disbursement forms
 - Checking account statements (as applicable)
 - Savings account statements (as applicable)
 - Debit account statement (as applicable)